

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief schedules and confirms meetings for the Police Chief, prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The Secretary to the Police Chief performs routine duties independently, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers or places telephone calls on assigned lines. Handles questions, requests and routine matters, or directs callers or visitors to the appropriate individuals following department procedures. Schedules appointments for the Police Chief as directed, keeps records of the schedule, and notifies the Police Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief. Takes dictation and transcribes from notes.

Receives, reviews, processes, and distributes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to any routine correspondence or requests as needed. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Police Chief. Proofreads typed material and corrects errors. Composes business letters. Completes all forms or records. Checks records and reports for completeness, accuracy and conformity to established procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically or by subject matter. Extracts information or summarizes contents of files for use by department personnel. Keeps records on the location of

materials removed from files and to whom materials were released. Traces missing files. Maintains a library or archive of reference materials for use by department personnel.

Locates and retrieves information or documents from hard copy files and the computer database. Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment. Develops new procedures for office functions when necessary.

Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Compiles information to be used in developing the departmental budget.

Meets with sales representatives to review products and makes recommendations or decisions on purchasing. Prepares purchase requisitions according to departmental procedures. Gets estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Maintains the inventory of supplies and equipment for the department. Orders and distributes supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.